

HIV PREVENTION COMMUNITY PLANNING GROUP COMMITTEE DESCRIPTIONS

Executive Committee

The Executive Committee is made up of the Community Co-Chairs and the State Co-Chair, the chairs of each committee and two at-large members that are voted on by the body to serve on the Executive Committee because they do not serve as a committee chair. This Committee functions as the leadership of the CPG. They provide guidance to the direction of the body and its day to day functioning.

Cooperative Agreement & Plan Ad-Hoc Committee

This committee meets on an as needed basis in order to review and evaluate the Cooperative Agreement and HIV Prevention Plan. The Committee is comprised of the Executive Committee and any other members of the planning group as a whole that wish to spend time above and beyond the regular monthly meeting time as well as the committee for which they currently serve. The Committee will then discuss their findings with the CPG.

Epidemiology/Populations Committee

It is the mission of the Populations Committee to develop, define and prioritize populations through the following process:

- Develop and define a list of populations through use of epidemiological data and other pertinent information.
- Determine a method for prioritization of populations and present the method to the CPG for final approval.
- Implement the approved prioritization process and submit the outcome for full CPG for approval.
- Continue to keep abreast of changes in trends of epidemiological information relating to populations.

Interventions Committee

Develop appropriate interventions for priority population through the following process:

- Determine a method for prioritization of interventions for each population and present the method to the CPG for final approval.
- Implement the approved prioritization process and submit the outcome for full CPG for approval.
- Continue to keep CPG updated on information and issues regarding interventions.

Needs Assessment Committee

It is the mission of the Needs Assessment Committee to work with the Division of HIV/STD to assess the needs of the community as it relates to HIV/AIDS prevention. This mission is met through the following functions:

- Act as advisors to the Division on the focus and implementation of needs assessments.
- Provide input as it relates to the development and updating of a resource inventory.
- Review the needs assessment and resource inventory, provide input into a gap analysis report, and submit the outcome for full CPG for approval.

Membership Committee

It is the mission the Membership Committee to work with Division staff to address the needs of membership for representation, retention and functioning within the CPG process. This Committee also determines what functions and responsibilities make the CPG more accessible to the community at large. This mission is met through the following functions:

- Recruit members for the CPG with help of ISDH.
- Ensure members of CPG reflect the diversity of the epidemic and regional.
- Address retention and participation issues.
- Make recommendation for member replacement as vacancies occur, and submit the outcome for full CPG for approval.
- Recommend new members to the CPG using the application process.
- Meet as needed to conduct the above business.
- Review & Revise application form as needed.
- Develop and implement orientation procedure.

Evaluation Committee

It is the mission of the Evaluation Committee to implement evaluations of the CPG process as mandated by the CDC and provide direction to the group regarding evaluation prevention efforts in general. This mission is carried out in the following functions:

- Working with Division staff and consultants to develop/update a survey tool and/or other methodologies to evaluate the community planning process.
- Assist when necessary with implementing the evaluation process.
- Report back to CPG the results and recommendations based on the evaluation, and submit the outcome for full CPG for approval.

- Keep abreast of the evaluations methodology being utilized for the local funded prevention projects and national trends regarding evaluation.
- Provide input through the CPG regarding evaluation methodology of funded prevention projects.

Sexually Transmitted Disease Committee

It is the mission of the STD Committee to act as an advisory body and provide input to the STD program regarding its activities as it relates to collaborations with HIV/AIDS prevention. This mission is carried out in the following functions:

- Shall identify means to coordinate prevention activities of HIV and STDs.
- Shall maintain and promote awareness of relationships between HIV/STDs including new prevention detection and treatment technologies.
- Shall recommend statistical comparisons between STD/HIV.
- Shall work with STD Program manager to determine unmet STD intervention needs throughout the state.
- Shall submit reports to the full CPG for approval.

Public Policy & Procedures Committee

It is the mission of the Public Policy and Procedure Committee to keep the CPG informed on the local, state, national and international policies affecting the issue of HIV/AIDS prevention and to make recommendations of policies and procedures to facilitate the planning and implementation process of the CPG. The mission is carried out through the following functions.

- Recommend to the CPG, endorsement of position papers on HIV/AIDS issues, and promote awareness among CPG membership of such issues.
- Develop press releases as they pertain to all issues on HIV/AIDS, and the CPG. Approval of the CPG body will be secured prior to any actions taken.
- Monitor HIV/AIDS activity, in an effort to keep the CPG updated and informed.
- Maintain and revise all necessary CPG Policies and Procedures, as directed by the Executive Committee.
- Compile and disseminate, said written Policies and Procedures in written form to the CPG Executive Committee for approval, working within the CPG procedure of making recommendations.
- Evaluate and update on an annual basis the compiled CPG Policy and Procedure Handbook.
- Create new Policy and Procedures for recommendations to the CPG Executive Committee for approval as needed, working within the CPG procedure on making recommendations.
- Solicit CPG Co-Chairs, Committee Chairs for immediate and or future needs of Policy and Procedure needs.
- The Chairperson or other delegated member of this committee will then produce a draft version of any policy/procedure in written form.
- Work with other appointed Committees (as needed by appointed committee) on compiling a draft recommendation for the Executive Committee.

- All actions, recommendations, press releases, etc. shall be submitted for full CPG for approval.

Advocacy Committee

The mission of the Advocacy Committee is to keep the CPG informed on the local, state, national and international policies affecting the issue of HIV prevention.

Budget Committee

The mission of the Budget Committee is to keep the CPG informed on the status of the annual CPG budget process and prior to the end of the year to propose a budget for the up coming year.